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LC SPECIAL POLICE
A Protecting Force
By Mary E. Hill

You have been employed at the Library for (well, we can't say–it gives a hint of your age) quite a while and just can't understand why the officer [who may have been with the Library Police only a few months] asks for your pass. "You should know me; I've been here working for years." You are furious that you are asked for identification (Library regulation requires that you have it out and in your hand as you approach the officer). "I wouldn't be here at this hour of the morning if I didn't have to be here to work."

Well, we, too, have to be here for work and thieves who have no set hours are always looking for a mark. If you turn out to be that unfortunate mark, your leading question always seems to be, "How do they get into the building? Don't they check passes anymore?"

Don't get up tight when the Officer asks you for your pass, be cooperative and "Have a good day."

–Member of Special Police Force

Library of Congress Special Police Officers are full-time uniformed employees assigned to protect Library facilities, personnel, and visitors against the hazards of fire, damage, accident, theft, trespass, sabotage, and espionage; to maintain law and order;

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A HOLIDAY REMINDER

Staff members are reminded, especially during the holiday season, that the Special Police Force will be inspecting all packages that employees carry in and out of Library buildings, even those covered by the yellow LC General Pass. This practice is in accordance with LCR 1816, as noted on the pass form itself (LW 12/54). The General Pass is not the same as an Exit Inspection Waived Pass.

Since all packages will have to be opened for examination, staff members are advised not to seal gifts or packages for mailing that have to be carried from the Library. No pass is required for items that can be clearly identified as personal and not Library or Government property, such as shoes, clothing, and groceries.

BEAUX ARTS TRIO OF NEW YORK TO APPEAR ON NOVEMBER 29

On Friday evening, November 29, the Elizabeth Sprague Coolidge Foundation in the Library of Congress will sponsor a concert of instrumental chamber music featuring the Beaux Arts Trio of New York. The members of this ensemble are Isidore Cohen, violin; Bernard Greenhouse, violoncello; and Menahem Pressler, piano. Their program will include Trio in E major, H. XV:28 by Joseph Haydn; Variations on a Palestinian tune, Op. 22 by Paul Ben-Haim; 14

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Variations for Trio in E flat major, Op. 44 by Ludwig van Beethoven; and Trio in A minor by Maurice Ravel.

The concert will begin promptly at 8:30 p.m. in the Coolidge Auditorium of the Library. Tickets for the concert will be distributed by Patrick Hayes, 1300 G St., N.W., beginning at 8:30 a.m., Monday, November 25. A service charge of 25 cents is placed on each ticket, and only two tickets are distributed to an individual. Telephone reservations may be made on Monday morning by calling 393-4463. Mail orders are not accepted.

This concert will be broadcast live and in its entirety by Station WETA-FM, and made available to stations in other cities through the Katie and Walter Louchheim Fund in the Library of Congress.

FORMER POETRY CONSULTANT HONORED ON BIRTHDAY

Allen Tate, Library of Congress Consultant in Poetry in 1943-44, was honored on November 15-16 at the University of the South, Sewanee, Tenn., by a symposium marking the poet's 75th birthday. Mr. Tate, who was born in Winchester, Ky., on November 19, 1899, was praised by his fellow writers and friends at the gathering sponsored jointly by the University and the National Endowment for the Arts. Well known as a novelist, critic, and poet, he made his last formal appearance at the Library of Congress last March, during the observance of the centenary of the birth of Robert Frost. Mr. Tate delivered a critical assessment of Frost's work entitled " 'Inner Weather,' or Frost as Metaphysical Poet."

Joining in the symposium were poets Howard Nemerov, poet-in-residence at Washington University in St. Louis and Consultant in Poetry to the Library of Congress in 1963-64, and William Jay Smith, poet-in-residence at Hollins College and the Library's Poetry Consultant in 1968-70.

CIP PROGRAM ADDS 31 PUBLISHERS

The following publishers joined the Cataloging-in-Publication (CIP) Program during October: Abacus Computer Corp.; Alaska Northwest Publishing Co.; Allied Education Council; American Reprints Co.; American Universities Field Staff; Audio Visual Library Service; Barre-Westover Books (subsidiary of Crown Publishers); Charterhouse (subsidiary of David McKay Co., Inc.); William Collins—World Publishing Co., Inc.; Crown Publishers, Inc.; Harmony Books (subsidiary of Crown Publishers); Harvard Law School. International Tax Program; Library Research Associates; and Longman Inc.

Other new participants in the program include Mara Books; David McKay Co., Inc.; Microfilming Corp. of America; National Center for Housing Management; The New Republic Book Co., Inc.; New York State School of Industrial and Labor Relations; North Light Publishers (distributed by Van Nostrand Reinhold Co.); The Population Council; Clarkson N. Potter, Inc. (subsidiary of Crown Publishers); Rutledge Books; Swedenborg Foundation, Inc.; Swedenborg

The effective date of new prices for sets of LC printed catalog cards announced on p. 325 of the October 4 issue of the LC *Information Bulletin* has been postponed. The new rates will now go into effect on December 1. Letters announcing the changes have been mailed to Card Division subscribers.

The biennial congress of the International Board on Books for Young People met in Rio de Janeiro, Brazil, on October 20-25. The conference attracted some 400 persons from 26 countries.

Virginia Haviland, Head of the Children's Book Section, Library of Congress, attended the congress as president of the jury for the Board's International Hans Christian Andersen Medals, sometimes called "the little Nobels." Miss Haviland presented the 1974 award for writing to Maria Gripe of Sweden and the award for illustration to Farshid Mesghali of Iran. The official ceremonies were held in the palace of the governor of the State of Guanabara, and were attended by Gobernador and Senhora Chargos Freitas.

In the photograph above (front row, left to right) are Maria Gripe, Farshid Meshgali (reveiving his citation), Senhora Freitas, Virginia Haviland, and Governador Freitas.

Publishing Association; Syracuse University. Maxwell School of Citizenship and Public Affairs; University of Chicago. Department of Geography; University of Toronto Press; Weybright and Talley (subsidiary of David McKay Co., Inc.); and Peter H. Wyden, Inc. (subsidiary of David McKay Co., Inc.).

ISO TO HOLD AUTOMATION SEMINAR

The Information Systems Office will sponsor a seminar on the automated library operations at the University of Maryland on December 13 from 10 a.m. to 1 p.m. The seminar, to be held in the Whittall Pavilion at the Library of Congress, will be conducted by Walter Hamner, Assistant Director of Libraries for Automation Services, McKeldin Library, University of Maryland. Mr. Hamner will discuss several aspects of library automation including serials processing, cataloging procedures, acquisitions and order control, circulation, and card production. Area librarians and information specialists are invited to attend; further information is available from the Library of Congress Information Systems Office, tel. (202) 426-6096.

TIPS FOR A SAFE HOLIDAY SEASON

To insure a safe holiday season, Library of Congress staff members are encouraged to keep in mind the following safety tips from the National Safety Council:

(1) When decorating for the holidays, prevent accidents and injury by running a safety check on all decorations and equipment.

(2) When choosing gifts for children, take time to determine that the toys you select are safe.

(3) When planning a trip, check the condition of

your car and leave more than enough travel time to get where you're going safely.

(4) If you drink, don't drive.

LC SPECIAL POLICE

(Continued from p. 383)

and to enforce regulations. Ranks of the special police are: a Captain, Lieutenant(s), Sergeant(s), and Private(s) The duties of a Special Police Officer are many and diverse. Some are dictated by directives, some by custom, and some by courtesy and the exercise of reason. Whatever the causes for the existence of these duties, the Special Police are here to assist the Library employees and visitors in whatever way they can.

Library of Congress Special Police Officers qualify for their positions under standards established by the Library. These standards generally require that the applicant be at least 21 years of age, 5′ 8″ in height, and 145 lbs. in weight, possess the physical ability to perform arduous duties, hold U.S. citizenship, and show the willingness and availability to work on a rotating shift and to assume other related duties.

When the Library of Congress was removed from the Capitol in 1897, the guarding of its collections became the responsibility of watchmen. At that time, the Watch Division was under the administration of the Superintendent of the Library Buildings and Grounds.

In 1901 the Watch Division staff numbered 83. This included a Captain of the Watch, a Lieutenant, 18 watchmen, a carpenter, a painter, a foreman, 13 general laborers, 2 check boys at the main entrance, 2 women attendants for ladies' rooms, and 42 charwomen. Beginning in 1925 the watchmen were known as guards, and the guard force continued under the general administration of the Superintendent of Library Buildings and Grounds.

On December 24, 1946, the Guard Division was established with the Captain of the Guard, as Chief of the Division, reporting directly to the Director of Administrative Services. The Department of Administrative Services, became, on November 3, 1947, the Administrative Department, and the Chief of the Guard Division reported to the Director of Administration.

Under its present existence, [see LCR 212-3, dated September 29, 1971], the Guard Force was changed to Special Police Force and placed under the direct supervision of the Library's Head of the Protective Services Section, who reports to the Chief of the Buildings Management Office.

Salaries of the police force of the Library of Congress were greatly improved on November 5, 1973, when the President signed H.R. 10840 giving the Librarian of Congress the authority to fix the basic rates of pay to: Private, GS-7-step one through five; Sergeant, GS-8-step one through five; Lieutenant, GS-9-step one through five; Senior Lieutenant, GS-10-step one through five; and Captain GS-11-step one through seven.

Before this privates were compensated at the maximum rate of pay equivalent to a GS-5-step five, and the maximum rates for sergeants, junior and senior lieutenants, and Captain were equivalent to step 5 of grades GS-6, 7, 9, and 10. [See LC *Information Bulletin,* December 14, 1973.]

The Library's Officers are issued certain items of uniform insignia, accessories, and equipment necessary for the discharge of their duties. These are Government property and must be cared for and maintained in a serviceable condition by the recipients. Most clothing items are cleaned at Government expense.

A regular tour of duty is 8 hours. Special Police Officers normally work a 40-hour week consisting of five 8-hour tours. The scheduling of shifts are: 7 a.m. to 3 p.m.; 3 p.m. to 11 p.m.; and, 11 p.m. to 7 a.m.

Officers are trained in job procedures and methods of operation as soon as possible after entrance on duty. Whether the training is provided by on-the-job training or at a Special Police school, stress is placed on the use of physical senses, the necessity of taking immediate action, and the use of proper techniques in dealing with people. Some of the subjects covered at the Special Police school consist of fire prevention and firefighting, Civil Defense, safety–accident prevention, and first aid–arrest procedures, pistol instruction and range firing, and instruction in operating equipment.

In addition to providing services to the public and the employees, the Library of Congress Special Police Force is required to protect one of the greatest accumulations of national treasures in the world. This protection ranges from that of the Gutenberg Bible located in the Great Hall to a Special Police Officer on duty 8 hours a day in the Manuscript Reading Room. One of the historic events in which the Special Police Officers were involved was the transfer of the original copies of the Declaration of Independence and the Constitution of the United States from the Main Building of the Library of Congress to the

Participants in this year's Program Crossover include (front row, left to right) Martin Lee, Marjorie Washington, Judith Frazier, Jeffrey Antroinen, and Alverette Spillman; (back row) Joseph Mitchell, Adrienne Smith, and Roslyn Roberts. Not present for the photograph were Christopher Caudill, Cornell Lawrence, and Alan Talley.

CRS Program Crossover participants from 1973 and 1974 were the guests of Lester S. Jayson, Director of the Congressional Research Service, at a coffee on Wednesday morning, October 30. In his remarks to the group, Mr. Jayson congratulated last year's participants for their excellent progress and expressed his confidence that the employees newly selected for the program will demonstrate similar progress.

Program Crossover is designed to enable certain CRS staff members now in non-professional positions to cross over into professional or paraprofessional research assignments through completion of on-the-job training and selected academic training. [*A story on the implementation of Program Crossover appeared on the September 28, 1973, issue of the LC* Information Bulletin *on pp. 335, 341.*]

National Archives Building on December 13, 1952. A special detail of police officers was on duty and the historic transfer was conducted in a highly dignified manner. Officer Clifford M. Lomax, who joined the force in 1938, assisted in this historic event and is still a part of the Special Police Force.

A continuation of this article will appear in a later edition of the *Library of Congress Information Bulletin.*

STAFF NEWS

AWARDS

Harold Cumbo, an Assistant Editor in the Microform Publications Unit, Catalog Publication Division, was presented a 30-year Federal Service Award pin by the Director of the Processing Department, William J. Welsh, on October 30.

Mr. Cumbo was born in Philomath, Oreg., and attended high school in Twisp, Wash. He received a bachelor's degree in theology from Walla Walla College in 1944.

He began his career with the Library of Congress in February 1945 in the Stack and Reader Division, then the Reader Service Section, as a Central Desk Assistant. In 1951 he moved to the Study Room Office and in 1955 was made Supervisor of Study Facilities. As a Special Collections Librarian in the Stack Service Section during 1963-1967, Mr. Cumbo supervised the Brittle Book Project in which books in danger of disintegration are microfilmed and thus

preserved. In 1967 he became the Editor of the *National Register of Microform Masters* which was then under the Union Catalog Division. When that division was dissolved in July 1970, Mr. Cumbo joined the Catalog Publication Division as a Librarian in the Microform Publications Unit with responsibility for the NRMM.

In March 1973, Mr. Cumbo received an outstanding performance rating and quality increase in recognition of his superior accomplishments in editing the NRMM and in maintaining its quality without allowing the work to fall behind schedule. At the presentation, Gloria Hsia, Chief of the Catalog Publication Division, commended Mr. Cumbo for his work and expressed her appreciation for his contributions to the Catalog Publication Division.

Elizabeth Burnetta, who retired from the Library's Order Division in August, has received a cash award made in recognition of the "sustained quality and quantity of [her] total performance, cooperation, efficiency, enthusiam, and dependability" while employed as a Photoreproduction Acquisitions Assistant during the period from June 1971 to June 1973.

Mrs. Burnetta was cited for her extra measure of effort and proficiency during the two-year period and for her ability to grasp work assignments rapidly and to retain and relate quantities of detailed information. She acted swiftly, decisively, and accurately on placement and processing of photoreproduction and microform orders and was directly involved in annual obligations of well over $100,000.

PERSONNEL CHANGES

Appointments: Albert Fisher, mail clerk, GS-4, CS, 7241; Robert Harris, programmer, GS-11, ISO, 7035; Sylvia N. Landes, peripheral equipment operator, GS-4, G&M, 7246; Carrie E. Loomis, library technician, GS-5, Subj Cat, 7158; Joanne Mitchell, clerk-typist, GS-3, Cat Pub, OP 8-500, Naomi Rosner, reference librarian, GS-9, Orientalia, 6872; Ada B. Simmons, shelflister, GS-7, Subj Cat, 7158.

Temporary Appointments: Winnifred Nichols, clerk-typist, GS-1, Cop Cat, NP; Todd P. Scarce, clerk, GS-3, CRS R, 7128.

Reappointment: Alonzo Crawford, library aid GS-1, S&R, NP.

Promotions: Carolyn D. Anthony, to administrative secretary, GS-5, FRD, 7177; Onnetta C. Benoit, to printing assistant, GS-6, CS, NP; James P. Cole, PMO, to management technician, GS-7, CS, 7079; Clark W. Evans, E&G, to library technician, GS-5, Rare Bk, 7237; Carl L. Harris, CS, to warehouseman, WG-5, P&S, 7231; Fannie R. Merrick, Share Cat, to catalog filer, GS-5, Cat Mgmt, TAP 1; Judith F. Salvo, Share Cat, to bibliographer, GS-5, E&G, TAP 3; Linda L. Saunders, to photoduplication assistant, GT-3, Photodup, OP6-100; Carol Ann Sutherland, to secretary, GS-5, Cop Serv, 7221; Mary V. Wright, Loan, to shelflister, GS-7, Subj Cat, 7158.

Transfers: Kathryn M. Hume, Order, to editorial assistant, GS-4, CRS F, 7106; Deborah Ann Ladd, Card, to editorial assistant, GS-4, CRS EP, 7106; Benjamin F. Reed, Cat Pub, to loan reference assistant, GS-9, Loan, 7179.

Resignations: Eileen M. Bartscher, CRS SPR; Cynthia R. Byeff, CRS S; Anne L. Celich, Card; Denise L. Edwards, DBPH; Jan E. Fenwick, CRS E; Geraldine P. Foster, MARC Ed; Pete V. Kotsatos, CRS LS; Catherine E. Shifler, Loan; Betsy L. Woodson, E&G.

The Library of Congress has met and exceeded its 1974 **Combined Federal Campaign goal** of $83,844 by four percent. In the seven weeks of the campaign, $87,766.28 was contributed by 41 percent of the staff. A wrap-up report will appear in a future issue of the LC *Information Bulletin*.

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